

New Employee Onboarding Checklist for Self-Service Time and Attendance

Self-Service Time and Attendance (SS TA) enables employees to enter their time via online timesheets.

As a new employee, you will need to:

- Know your Employee ID** – it is your log in ID. When you log in to SS TA for the first time, your password will be your Employee ID plus the last 4 digits of your Social Security Number. The system will then prompt you to re-set your password and select a security question which you will be asked if you forget your password later and need to re-set it.
- Know whether you will be using a Punch Timesheet or a Reported Timesheet** – you may contact your HR/Payroll manager to obtain this information. Knowing this information will enable you to select the correct online course to learn about using SS TA.
- Review online learning courses** and supplementary Job Aids regarding reporting time in SS TA. Online learning courses are available at www.mass.gov/masshr/onlinelearning.
- Know where to go to enter time into your online timesheet.** Navigate to www.mass.gov/masshr and click the “Employee Self Service” button in the left column. This link connects you to the login screen for SS TA.
- Report your time daily, and make sure your online timesheet is up-to-date by the weekly time reporting deadline of Thursday at 5 p.m.
- Know how to get support.** The MassHR Employee Service Center is available to answer your time and attendance related questions. Contact them:
 - ✓ By phone Local: 617-979-8500 or Toll Free: 1-855-4HR-SPPT (1-855-447-7778)
 - ✓ Via TTY: 617-248-0546
 - ✓ By email: MassHREmployeeServiceCenter@State.MA.US

Important Links

| | | |
|---|--|---|
| MassHR Website | www.mass.gov/masshr | Link to time entry, online learning, FAQs, news, and more |
| Online Learning and Support Tools | www.mass.gov/masshr/onlinelearning | Access Online Learning courses and Job Aids |
|  MassHR Employee Service Center Website | www.mass.gov/masshr/esc | Link to contact information and hours of operation for the MassHR Employee Service Center (ESC) |